



CITY OF ARLINGTON

invites your interest in the position of
**PUBLIC WORKS &
TRANSPORTATION DIRECTOR**

Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

The City of Arlington, Texas is recruiting nationally for a highly experienced professional to manage its Public Works and Transportation Department pending the retirement of its current Director. Responsibilities include oversight of the City's design and construction of significant capital expansion projects and complex operational activities that continuously support the quality of life in Arlington. The ideal candidate will be a business-minded individual who is entrepreneurial in spirit with strong leadership skills and a proven track record of building a strong vision and then delivering quality results. The successful candidate will have a broad background in all aspects of public works operations, with a strong track record of success in project management and leading a multi-faceted department. This senior-level executive will be results-driven, with well-grounded ethical decision-making skills, superior interpersonal and communication skills, and outstanding public speaking abilities.

The Community

The City of Arlington is a diverse metropolitan area located approximately 20 miles west of downtown Dallas and 12 miles east of downtown Fort Worth. What started as a small rural farming community of 1,884 is now the nation's 50th largest city with more than 369,000 residents. From a regional perspective, Arlington is the seventh-largest city in Texas. Arlington is a full-service city supported by a total budget of \$431 million and a full-time staff of 2,477.

Arlington is a community where citizens, civic organizations, businesses, and city government work together to ensure the community retains its hometown identity, high quality of life, and natural beauty. From shopping, dining and entertainment, Arlington continues to prove that it really is 99 square miles of culture, excellence and excitement.

Easily accessible by highway, rail and air, Arlington is known for being a travel destination, boasting some of the area's and nation's top family-friendly attractions including AT&T Stadium (home of the Dallas Cowboys), Six Flags Over Texas, Six Flags Hurricane Harbor, International Bowling Campus, and Globe Life Park (home of the Texas Rangers). In close proximity to DFW

Airport, Dallas and Fort Worth, residents have access to world-class orchestras, theaters, and some of the finest museums in the world, all within a 30-minute drive.

Arlington is home to quality medical, research and learning institutions like University of Texas at Arlington, Tarrant County College, as well as Arlington, Mansfield, Kennedale, and Hurst-Euless-Bedford independent school districts, and private home schools. Arlington has a diverse local economy evidenced by many major employers: General Motors, Texas Health Resources, AmeriCredit, L3 Communications, Lear, Aetna, and Chase Bank.

The local economy is strengthened even more by the presence of quality neighborhoods, parks, libraries, commercial development, and the Arlington Municipal Airport, which provides excellence in corporate and leisure aviation services.

The Government

The City of Arlington operates under the Council-Manager form of government. The City has eight Council members and a Mayor. Five of the Council members are elected from geographic districts, three are elected at-large, and the Mayor is also elected at-large. The Council appoints the City Manager, City Attorney, City Auditor, and Municipal Judges. Deputy City Managers and Department Directors are appointed by the City Manager. Department Directors are responsible for the oversight of day-to-day operations including decision making, community relations for their area of responsibility, national and regional association representation, and as important contributors to the City strategic planning and budgeting.

The Department

The Public Works and Transportation Department is responsible for the design and construction of streets and storm water drainage facilities, street maintenance, review of residential and commercial site development plans, managing water quality-related environmental issues, and traffic signalization. The Department also includes a special transit operation. The Director's management team includes three Assistant Directors (Engineering and Construction, Operations, and Support Services), and the Stormwater Executive Manager.

The Position

This at-will position is a key member of the City Manager's Executive Leadership Team and reports directly to the Deputy City Manager of Economic Development and Capital Investment. The Public Works and Transportation Director provides day-to-day management for a Department with approximately 300 full-time equivalent employees, an adopted FY 2016 operating budget of approximately \$48 million and a CIP budget of up to \$100 million per year.

Working closely with Deputy City Managers, City Departments, the Department's management team, and subordinate staff, the Director will have overall responsibility and provide leadership for all aspects of the Department's daily operations, including the following key goals and objectives:

- To improve and restore the aging infrastructure, including roads, streets, and stormwater drainage facilities, in order to improve the quality of the City's Neighborhoods;
- To enhance employee satisfaction and obtain and retain qualified personnel;
- To be a leader in environmental innovation; and
- To enhance employee safety and disaster preparedness.

Working with the Department's management team and subordinate staff, the Director will have overall responsibility and provide executive leadership for:

- Exercising the highest level of accountability in the management of public infrastructure as well as construction projects and programs;
- Planning and oversight of major capital improvement projects;
- Collaborating with a wide variety of community groups and other key stakeholders; explaining complex issues in straightforward and understandable language;

- Overseeing the public bid process and contracting;
- Ensuring best-practices in public works administration;
- Preparing recommendations on public improvements and the ways and means of financing public work programs; and
- Balancing competing City-wide and community priorities.

In summary, provide dynamic leadership and vision in order to manage people and constructive change while continuing to mentor, coach, and provide staff development.

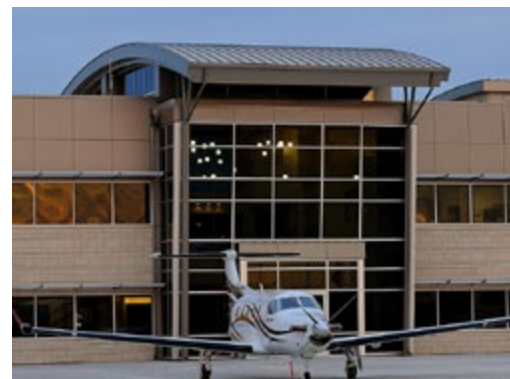
Ideal Candidate

The ideal candidate will be an articulate, mature, and highly-skilled public works leader and professional. The successful candidate must have superior communication and presentation skills, both oral and written. Having extensive experience in project management from the design build concept to successful completion of projects on time and within budget is required.

The new Director will possess strong administrative abilities with the ability to analyze professional and administrative problems and make sound recommendations. He/She will have the strongest leadership skills possible, a style that emphasizes tact and diplomacy, and the willingness to seek reasonable compromise for the good of the organization. While having the capacity to cope with extensive detail, the Director must be able to express complex matters in a succinct and effective manner.

The successful candidate must also have an inclusive style, a willingness to delegate to professional staff, and be accessible as a resource to team members. The ability to develop and communicate clear goals and objectives to all constituencies will be a valued trait. The ideal candidate will be a strong mediator and facilitator, capable of synthesizing a wide variety of viewpoints into cost-effective and practical proposals.

A strong customer service ethic, desire for long-term affiliation with the City of Arlington, and a highly professional approach to



problem solving will be found in the successful candidate. The new Director will also utilize continuous improvement methods and best practices, promote a cooperative team environment, and demonstrate integrity that aligns with organizational values.

Personal characteristics and attributes of the ideal candidate will also include:

- Excellent leadership skills;
- Ability to maintain an inclusive workplace by maximizing the contributions of all employees and developing the strengths of all team members;
- Having successful experience in supervising large groups, including training, mentoring, delegation, and ensuring accountability;
- Ability to deal with others in a straightforward and honest manner to foster positive and trusting working relationships;
- Ability to communicate persuasively with the City's leadership team, City Council, and the community about sensitive, complex, costly, and sometimes controversial issues;
- Politically astute and skilled at spearheading and implementing major public works projects through an organizational structure of significant magnitude that is fast-paced and demanding; and
- Open, accessible, and professionally assertive with a proactive and solution-oriented approach to delivering highly successful outcomes.

In summary, the Public Works and Transportation Director will be a highly skilled executive, able to provide outstanding leadership not only through the successful management of the operational divisions of the Public Works and Transportation Department, but also be instrumental in maintaining, improving, and expanding infrastructure throughout the City in support of both residents and visitors.

Qualifying Experience and Education

Education: This position requires a Bachelor's degree in Civil Engineering, Traffic Engineering, Public Administration, General Management, or a related field. An advanced degree is highly desirable.

Experience: Career experience must be at the senior level of an organization, with substantial experience managing staff, projects, and budgets. For further consideration, candidates must have a verifiable track record of success and a stable work history. Due to the City's size, scope, and complexities, broad management skills, and a sophisticated approach to organizational issues are essential.

Professional License: Registration and license as a professional engineer in the State of Texas is preferred.

Compensation and Benefits

The successful candidate will receive a highly competitive salary with an excellent executive benefit package that considers the candidate's salary history and track record of career success. The City will negotiate a mutually agreeable employment agreement with the selected candidate. Further details on compensation may be obtained through Ralph Andersen & Associates.

To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes date is April 29, 2016. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. This recruitment may close at any time once a strong pool of candidates is received.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, salary history, and six professional references via email to apply@ralphandersen.com. An electronic version of all submittals is strongly encouraged.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position

or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Texas. Information submitted for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/open record laws.

The City of Arlington is an Equal Opportunity Employer

